

## **ESTATE PROPERTY MANAGER**

### **DEFINITION:**

Under general direction of the Assistant Public Administrator, to evaluate, manage, renovate, rent, and sell real property; to control and sell notes secured by trust deeds; to control and liquidate tangible personal property; and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

The Estate Property Manager is a one-position class found only in the Health and Human Services Agency (HHS), Public Administrator's office. The incumbent is assigned the management of both real and personal property for the Decedent and Guardianship Divisions.

### **EXAMPLES OF DUTIES:**

Estimates real and personal property of the estate to determine its value; searches property titles and records to determine condition of title and locate any restrictions of record such as liens, other encumbrances and zoning regulations; prepares sales brochure and property descriptions; conducts sales and auctions; collects trust deed payments; sells trust deeds; sells and transfers titles on automobiles and mobile homes; opens and supervises escrow; directs rental agent contracts; approves renovation of properties; supervises warehousing and sale of personal property including furniture, business furnishings and vehicles; organizes, plans and directs the work of subordinate staff; maintains office records; prepares reports and correspondence.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Real estate transactions.
- Laws and procedures pertaining to real property foreclosures.
- Appraisal methods for real and personal property.

#### **General Knowledge of:**

- Laws and regulations of the Probate Code as it pertains to estate administration.
- Appraisal methods for real and personal property.
- Property management practices.
- Techniques used in evaluating and preparing financial and legal records, property transactions and contracts.
- The General Management System in principle and in practice.

#### **Skills and Abilities to:**

- Conduct real estate sales.
- Prepare sales brochures and auction announcements.
- Coordinate personal property and automobile auctions.

- Communicate effectively with a variety of county offices, private attorneys, real estate brokers, title companies, and persons wishing to purchase properties.
- Supervise, coordinate and train subordinate staff.

**EDUCATION/EXPERIENCE:**

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

At least four (4) years of experience performing the duties of a property manager, title or escrow officer, or real estate appraiser.

**SPECIAL LICENSES, NOTES, OR REQUIREMENTS:**

**License:**

A valid California driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

A California Real Estate Broker's license is required at the time of appointment.

**Conflict of Interest:**

Anyone hired into this class will be required to file a Conflict of Interest statement pursuant to Conflict of Interest Codes adopted by county agencies and departments and approved by the Board of Supervisors. Such statement must be filed within thirty (30) days of hiring date.